

# **Alert and Warning Working Group (AWWG)**

(Section 8593.6, Government Code)

## **ORGANIZATIONAL CHARTER**

**DRAFT**

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### **Purpose and Role of the AWWG**

The Director of the Governor's Office of Emergency Services (OES) is convening a Working Group for the purpose of assessing existing and future technologies available in the public and private sectors for the expansion of transmission of emergency alerts to the public through a public-private partnership.

The Working Group shall advise the director and assist in the development of policies, procedures, and protocols that will lay the framework for an improved warning system for the public.

### **Membership of the Working Group**

The membership will include:

- Director, OES (Chair).
- Representative, Office of Homeland Security (OHS).
- Representative, Attorney General's Office.
- Representative, California Department of Public Health (CDPH).
- Representative, State Emergency Communications Committee (SECC).
- Representative, Los Angeles County Office of Emergency Management (LA CO OEM) (at the option of that agency).
- Representative or representatives of local government, at the option of the local government or governments.
- Representatives of the private sector who possess technology, experience or insight that will aid in the development of a public-private partnership to expand an alert system to the public, including, but not limited to, representatives of providers of mass communications systems, first responders, and broadcasters.
- Additional representatives of any public or private entity as deemed appropriate by the Director, OES.

### **Additional Stakeholders**

The Working Group may be supported in its tasks by the appropriate stakeholders, as determined by the Director, OES. The stakeholders may change in number and affiliation at the discretion of the Director, OES, and based upon the recommendations of the Working Group.

### **Tasks of the Work Group**

In performing its duties, the Working Group shall consult with the Federal Communications Commission and the California Public Utilities Commission on technical matters, and with respect to grants and fiscal matters, the Office of Homeland Security.

The Working Group shall consider and make recommendations with respect to all of the following:

- Private and public programs, including pilot projects that attempt to integrate a public-private partnership to expand an alert system.

- Protocols, including formats, source or originator identification, threat severity, hazard description, and response requirements or recommendations, for alerts to be transmitted via an alert system that ensures that alerts are capable of being utilized across the broadest variety of communication technologies, at state and local levels.
- Protocols and guidelines to prioritize assurance of the greatest level of interoperability for first responders and families of first responders.
- Procedures for verifying, initiating, modifying, and canceling alerts transmitted via an alert system.
- Guidelines for the technical capabilities of an alert system.
- Guidelines for technical capability that provides for the priority transmission of alerts
- Guidelines for other capabilities of an alert system.
- Standards for equipment and technologies used by an alert system.
- Cost estimates.
- Standards and protocols in accordance with, or in anticipation of, Federal Communications Commission requirements and federal statutes or regulations.
- Liability issues.

The Director, OES, shall report the findings and recommendations of the Working Group to the Legislature no later than one year from the date the Working Group is convened.

### **Roles of the Individual Members**

Membership in this Working Group is based upon the membership outlined in the Pavley Bill. OES, in consultation with key stakeholders, is expanding the Working Group membership to reflect additional key representation as they are identified.

In addition to the Working Group membership, there will be other stakeholders or “interested parties” who are expected to provide critical input to the efforts of the Working Group throughout the process.

The membership will have several key tasks:

- Provide ongoing feedback to California OES and the other Working Group members of Alert, Warning, and Notification as identified in the Pavley legislation.
- Represent the views, interests, and history of specific key stakeholder sectors as outlined.
- Approve, on a consensus basis, the final report to the legislature in 2009 containing recommendations for public-private actions to assist Alert, Warning, and Notification in California.

### **Meeting Schedule, Notification, and Communication**

- The full AWWG will meet at least four times in 2008/2009 over the duration of the project.
- Ad-hoc topic-specific project teams are likely and will be developed by the membership as needed.

- Members of the AWWG and the appropriate stakeholders will receive meeting minutes, updates, and drafts of the report to the legislature according to the Alert and Warning Work Plan schedule.

### **Guiding Principles and Ground Rules**

- Multi-party collaboration allows for a stronger and more coordinated state emergency preparedness and response system.
- All member agencies, groups, and departments have a critical voice in the process.
- Education is the key to understanding; when a challenging issue appears, explanation is encouraged—even if it takes time to work through.
- All issues raised by members are valid and will be given due attention; respecting all departmental, participating organizations, and agency perspectives will be paramount.

### **Internal Decision Making of the AWWG**

- Consensus-based pursued at all times.
- If unable to reach consensus on a matter of critical and immediate importance to the project, majority vote—with objections noted if requested.
- The Working Group members are ultimately tasked to advise California OES for the purposes of the project—OES will be transmitting the final report, when completed, on behalf of the group.

### **Interaction with Private Sector Vendors**

- The private sector community perspective will be key to advising the Working Group on aspects of equipment use, technologies, and statewide implementation.
- Individual vendors will engage with the Working Group project through mechanisms to be determined by the members.

### **Project Support**

Governor's Office of Emergency Services for overall executive support, via the Chair. Potential assistance to be allocated by member agencies and groups (to be investigated).

### **Major Milestones**

The report to the Legislature will be prepared through a series of drafts, beginning in summer 2008, and will culminate in a final document in March 2009. These draft documents will need to be reviewed by the Working Group and selected key stakeholders in a timely manner.

### **Assumptions**

This project will require close coordination with other related communications and alert and warning activities. Specifically, this project will need to be coordinated with the CPUC First Office Application (FOA) effort.

There are additional communications projects on the horizon which may also impact the outcome of this project which will be documented in updates of this project charter.